

**2009 Makeover Application
Maine Regional Library System
Library Makeover Application**

Please type or print your application (3 copies) and mail with 1 set of photos to:

SMLD Library Makeovers, Portland Public Library, 5 Monument Square, Portland, ME 04101

Deadline: April 17, 2009

LIBRARY NAME _____

TOWN _____

LIBRARY TELEPHONE _____

HOURS _____

CONTACT PERSON _____ TITLE _____

TELEPHONE _____ EMAIL _____

LIBRARY WEBSITE _____

MAKEOVER DATES (The schedule will be arranged with each library – please keep all dates available). The 2009 dates – all Fridays – are May 22, June 12, July 10, Aug. 14, and Sept. 18.

The selected libraries will receive a written report following the makeover which includes suggestions for future purchases and changes. A small stipend will be given to each selected library.

REQUIREMENTS

- Statement of need – why your library would like to be considered (3 copies)
- Area for Makeover _____ Example: Staff area
- ____ Total number of photos enclosed (maximum 10 photos – one set only)
 - Photo of specific area for the makeover (example: circulation desk)
 - Photo of general area (example: lobby with circulation desk)
 - Print photos only. Photos cannot be returned.
 - Label each photo with library, town, caption and date.
Example: Anytown Public Library, Anytown, ME, “Reference area,” 3/12/09.
- Floor plan (sketch or actual plan)
 - Send plan of entire library with makeover areas marked.
 - Floor plan can be a sketch, preferably to scale.
- Our library is _____ square feet in _____ rooms on _____ floors.

LIBRARY MAKEOVER APPLICATION P. 2

LIBRARY NAME _____

STATEMENT OF NEED. Our library would like to be considered for a makeover because
(Please limit your answer to one page; please do not include other enclosures. Include any funds available from the library's budget, grants, or donated labor and supplies that can be used to support this project)...

Date

Signature of Board President or Governing Official